

UNITED STATES DEPARTMENT OF AGRICULTURE


Farm Service Agency
Washington, DC 20250

Notice AS-2021

For: State and County Offices

**Logistic Information for the Foundation Information for Real Property Management (FIRM)
and Property Management Information System (PMIS) Training**

Approved by: Deputy Administrator, Management



1 Overview

A

Purpose

This notice provides:

- the schedule dates and location for the training
- hotel accommodations
- authorization for attendance.

B

**Training
Attendance**

States must send the attendees previously submitted to MSD. No substitution or additional attendees can be accommodated after November 3, 2000.

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Disposal Date

January 1, 2001

Distribution

State Offices; State Offices relay to County
Offices

1 Overview (Continued)

C

Training Site, Dates, and Transportation

The training will be held:

- in 2 sessions
- at the USDA Beacon Building in Kansas City, Missouri.

Session 1 will begin registration at 12:30 p.m. on November 13, 2000, and continue through 5 p.m. on November 14, 2000.

Notes: Transportation will be provided to the training sessions. The bus will be leaving at 12 p.m. on November 13, 2000, from the hotel to the training site. A bus schedule for the remaining days will be posted at the training site.

Transportation will be provided to the airport on November 14, 2000. The bus will depart at 5:30 p.m. **Participants shall bring their luggage with them to the training session. The bus will leave directly from the training session.**

Session 2 will begin registration at 8 a.m. on November 15, 2000, and continue through 12 p.m. on November 16, 2000.

Notes: Transportation will be provided to the training sessions. The bus will be leaving at 7:30 a.m. on November 15, 2000, from the hotel to the training site. A bus schedule for the remaining days will be posted at the training site.

Transportation will be provided to the airport on November 16, 2000. The bus will depart at 12:30 p.m. **Participants shall bring their luggage with them to the training session. The bus will leave directly from the training session.**

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2 Travel Information

A

Session

Attendees

AL, AR, CT, DE, FL, GA, IN, KY, LA, MA, MD, ME, MS, NC, NH, NJ, NY, OH, PA, PR, RI, SC, TN, UT, VA, VT, and WY are authorized to attend Session I.

AK, AZ, CA, CO, HI, IA, ID, IL, KS, MI, MN, MO, MT, ND, NE, NM, NV, OK, OR, SD, TX, WA, WI, and WY are authorized to attend Session II.

Note: National Office employees are authorized to attend either session.

B

Hotel

Accommodations

A block of rooms has been reserved at the following:

Holtz Executive Village
400 College Boulevard
Overland Park, Kansas 66210.

Participants shall contact the hotel directly at 913-344-8100 by **COB November 1, 2000**, to confirm room reservations, or participants will be subject to regular room rates.

To ensure that participants will be afforded the \$85 plus tax rate when reserving rooms, identify yourself as being a participant of the "USDA/FSA Firm Training".

Note: Hotel sales tax is reimbursable under miscellaneous charges.

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2 Travel Information (Continued)

C

Airport

Transportation

The following airport transportation services are available.

Service	Cost	Additional Information
KCI Shuttle	<ul style="list-style-type: none">• \$17 per person 1 way• \$29 per person round trip	<p>The KCI Shuttle provides service from the airport to the Holtz Executive Village. A ticket may be purchased for the shuttle by either:</p> <ul style="list-style-type: none">• dialing “5000” on any white airport courtesy phone• purchasing a ticket at the KCI Shuttle ticket counter located in the baggage claim area.
Quicksilver Airport Service	\$23.50 per person 1 way	Reservations shall be made 24 hours in advance by calling 913-262-0905 or 800-888-8294.

D

Accommodations

Persons with disabilities who require accommodations to attend or participate in this training should contact KCAO, Personnel Division, Employee Development Branch at 816-926-6517 or TTY at 816-926-7440.
